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UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-2000
OFFICE OF THE DIRECTOR

MEMORANDUM FOR Associate Directors, Division Chiefs

From: Charles Louis Kincannon
Director

Subject: Procedures for Providing Assistance to Requestors for Special Data
Products Known as Special Tabulations and Extracts

Procedures for producing special tabulations are governed by the Policy on Accepting Reimbursable Projects (http://idt.ssd.census.gov/dsep/dsep_SignedPolicies.html). This policy applies to work performed for government agencies, organizations, businesses, and individuals on a cost reimbursable basis. This memorandum provides interim procedures for the review of non-reimbursable special tabulations and extracts not currently covered by the Policy for Accepting Reimbursable Projects.

Pending discussions with stakeholders related to our existing procedures for assisting outside requestors for special data products, the Census Bureau is implementing the following procedures in response to recent concerns regarding tabulations provided to the Department of Homeland Security. First, all special tabulations (aggregated statistics, that can only be produced from confidential information, that are then modified by applying the Census Bureau's disclosure avoidance procedures) are subject to the special tabulations provisions in the Policy on Accepting Reimbursable Projects, regardless of whether the cost of the work is reimbursed. Second, the procedures in the Policy on Accepting Reimbursable Projects are extended to require prior approval by the appropriate Associate Director for all special tabulations where the request is made by a federal, state or local law enforcement or intelligence agency (see attached list for federal law enforcement/intelligence agencies), and/or where the request involves a sensitive population as defined in the regulations for the protection of human subjects in research to include children, limited and non-English-speaking persons, non-citizens, prisoners, impoverished and terminally ill patients, and small minority groups.

Requestors of extracts (data or statistics derived from published statistics such as via reformatting or calculating of percentages, etc.) will be advised to obtain this information from the Census Bureau's Web site and staff will assist users in using Web-based tools such as American FactFinder. Where this is impractical, Census Bureau employees may generate these data for the requestor. Whenever the Census Bureau provides assistance, the employee should, to the extent possible, attempt to learn the name and affiliation of the requestor. If it is determined that the requestor is a law enforcement or intelligence agency and/or the request involves a sensitive population, the employee will inform the requestor that the request must be reviewed and approved by senior staff. The appropriate Associate Director must approve the request prior to performing the work.

These interim procedures are effective immediately. Questions about these procedures should be directed to the Policy Office.

Attachment

Appendix table B. Federal agencies employing full-time personnel with authority to make arrest and carry firearms, June 2003

Agency	Website
Department of Agriculture USDA Forest Service, Law Enforcement and Investigations	www.fs.fed.us/lei
Department of Commerce Bureau of Industry and Security, Office of Export Enforcement Technology Administration, National Institute of Standards and Technology NOAA, National Marine Fisheries Service, Office of Law Enforcement	www.bxa.doc.gov/enforcement www.nist.gov www.nmfs.noaa.gov/ole
Department of Defense Pentagon Force Protection Agency	www.dtic.mil/dps
Department of Energy Office of Transportation Safeguards, Transportation Safeguards Division	www.doeal.gov
Department of Health and Human Services Food and Drug Administration, Office of Regulatory Affairs, Office of Criminal Investigations National Institutes of Health, Office of Research Services, Division of Public Safety, Police Branch	www.fda.gov/ora www.nih.gov/od/ors/dps/police
Department of Homeland Security Bureau of Customs and Border Protection Bureau of Immigration and Customs Enforcement Federal Emergency Management Agency Transportation Security Administration U.S. Coast Guard* U.S. Secret Service	www.cbp.gov www.bice.immigration.gov www.fema.gov www.tsa.gov www.uscg.mil www.secretservice.gov
Department of the Interior Bureau of Land Management, National Law Enforcement Office Bureau of Indian Affairs, Office of Law Enforcement Services Bureau of Reclamation, Hoover Dam Police National Park Service, Division of Ranger Activities National Park Service, U.S. Park Police U.S. Fish and Wildlife Service, Division of Law Enforcement	www.blm.gov/nhnp/pubs/brochures/law www.doi.gov/bureau-indian-affairs.html www.lc.usbr.gov www.nps.gov www.nps.gov/uspp/ www.le.fws.gov
Department of Justice Drug Enforcement Administration Federal Bureau of Investigation Federal Bureau of Prisons Bureau of Alcohol, Tobacco, Firearms and Explosives U.S. Marshals Service	www.usdoj.gov/dea www.fbi.gov www.bop.gov www.atf.gov www.usdoj.gov/marshals
Department of State Bureau of Diplomatic Security, Diplomatic Security Service	www.ds.state.gov
Department of Transportation Federal Aviation Administration, Federal Air Marshals	www.tsa.gov
Department of the Treasury Bureau of Engraving and Printing, Police Internal Revenue Service, Criminal Investigation U.S. Mint, Police	www.moneyfactory.com www.ustreas.gov/irs/ci www.usmint.gov/about_the_mint/mint_police
Department of Veterans Affairs Veterans Health Administration, Office of Security and Law Enforcement	www.va.gov/osle
Other Administrative Office of the U.S. Courts, Federal Corrections and Supervision Division Amtrak, Police Central Intelligence Agency, Security Protective Service Library of Congress, Police Smithsonian National Zoological Park, Police Tennessee Valley Authority, Police U.S. Environmental Protection Agency, Office of Criminal Enforcement U.S. Government Printing Office, Police U.S. Capitol Police U.S. Postal Service, U.S. Postal Inspection Service U.S. Supreme Court, Police	www.uscourts.gov/misc/propertrial.htm www.amtrak.com www.cia.gov www.loc.gov natzoo.si.edu www.tva.gov/abouttva/tvap www.epa.gov/compliance/criminal www.gpo.gov www.uscapitolpolice.gov www.usps.com/postalinspectors www.supremecourtus.gov

Note: Table excludes U.S. Army (<www.army.mil>), U.S. Navy (<www.navy.mil>), U.S. Air Force (<www.af.mil>), and U.S. Marines Corps (<www.usmc.mil>). See table 6 for offices of inspector general employing personnel with arrest and firearm authority. Links to web sites for offices of inspector general can be found at <www.ignet.gov>.

*By statute, the Coast Guard is an armed force, operating in the joint arena at any time and functioning as a specialized service under the Navy in time of war or when directed by the President. It also has command responsibilities for the U.S. Maritime Defense Zone.